

Opening Date: February 04, 2015
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 15-32
Monthly Salary: \$4,598.67 - \$5,258.67
Group/Class: B23-B25/1084-1085
Travel: 10%
Division: Finance
Number of Positions: 3

JOB VACANCY NOTICE

Financial Analyst III – IV

Revised

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, or via email
HR@twdb.texas.gov. Refer to Human Resources (512) 475-2142
Equal Opportunity Employer*

Job Description

Performs advanced financial analysis work; work involves compiling, reviewing, analyzing, and evaluating complex financial data; preparing detailed reports and responding to inquiries made by municipal finance professionals; and recommending appropriate action to resolve regulatory problems; duties require contact and coordination with intra- and interagency personnel, the general public, and TWDB Board members; works under general direction with extensive latitude for the use of initiative and independent judgment within established agency policy and procedures.

Essential Job Functions

- Collects financial information from loan portfolio, cash and investment portfolio, and historical financial databases. Assimilates and manages detailed reports related to all program modeling, including cash flow modeling, capacity modeling, municipal bond sizing, and long-term forecasting and projections.
- Performs data base research and forecasts financial impact to loan programs from potential federal and state legislation.
- Confirms settlement on bond sales.
- Sets lending rates for loan programs.
- Prepares long-term analytical analysis for the State Revolving Fund, State Participation and Drinking Water State Revolving Fund as well as other programs of the Board.
- Prepares periodic financial reports for municipal bond rating agencies, Federal disclosure requirements and other on-going reporting requirements.
- Develops suitable plans for validating and matching the various federal funds used in financing agency operations.
- May direct the allocations of state and federal funds to agency operating programs.
- May function as a consultant in the financial aspects of program planning.

Minimum Qualifications

- Graduation from an accredited four-year college or university
- Two (2) years of successful experience in institutional investment research, accounting, financial analysis, statistical analysis or related experience.

Preferred Qualifications

- At least one year of experience as an investment or quantitative analyst
- Experience issuing and/or analyzing municipal bonds.
- Masters degree or MBA with a specialization in accounting, finance, public administration and/or public finance, computer science or math.
- Experience with state revolving funds.
- Professional certification(s) such as the CPA, CMA, CIA, CTP or progress towards the CFA, FRM or PRM.

Knowledge, Skills, and Abilities

- Knowledge of finance administration or financial accounting, including analyzing bond transactions, costs and debt service.
- Knowledge of Excel and Access (or other database experience).
- Knowledge of State of Texas statutes and administrative code.
- Knowledge of municipal bond issuance.
- Skill in the use of personal computers, data collection and system analysis.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 01/08/15



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Job Vacancy Notice (cont.)

Posting number: 15-32

- Skill in oral, written, and public speaking communication.
- Ability to prepare special reports, budgets and analyses of bonds utilizing in-house software programs.
- Ability to work accurately with numerical detail.
- Ability to work efficiently in a dependable, organized and productive manner in order to plan and arrange workload to meet schedules and deadlines.

Remarks

- Copy of required academic transcripts and/or licensures and copy of driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.